

**NCDOT Department of Transportation Americans with Disabilities Act  
Self Evaluation Report  
January 1993**

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**Unit/Section Name:**

I. Division of Highways:

County Maintenance, Bridge Maintenance, Resident Engineer's Offices, Traffic Services, Equipment Subshops, Roadside Environmental, Planning & Environmental, Preconstruction, Citizens Participation

II. Division of Motor Vehicles

Driver License Section, Vehicle Registration Section, Enforcement Section, Collision Reports Section, School Bus and Traffic Safety Section, International Registration Plan Section, Weight Enforcement Unit.

III. Aviation Division

IV. Ferry Division

Ferry Operations, Ferry Maintenance, Ferry Administration

V. Departmental Unit

Administrative Units

### **Unit/Section Personnel Responsible for the Self-Evaluation**

I. Division of Highways	Wayne Bailey
Operations	Larry Goode
Programs, Policy and Budget	Tommy Peacock
Preconstruction	W.A. Garrett, Jr.
Citizens Participation	
II. Division of Motor Vehicles	(Roy Jones)
Driver License Section	Joe Magnum
Vehicle Registration Section	Carol Howard
Enforcement Section	Susan Whitehead
Collision Reports Section	Betsy Privette
School Bus and Traffic Safety Section	Dr. Mark Fountain
International Registration Plan Section	Wanda Penninger
Weight Enforcement Unit	Susan Whitehead
	Chairperson
III. Aviation Division	William Plentl
	Lisa Bradford
IV. Ferry Division	Bob Goins
V. Departmental Unit	Walt Thompson
General Services	Betty Bowden
Personnel	Belinda Spinelli
Personnel Training	Doug McCaskill
Management Assessment & Compliance	Bill Stout/Katherine Weatherly
Governor's Highway Safety	Drew Harbinson
Purchasing	Wayne Stallings
Fiscal	David Solomon
Civil Rights	

### **Date Self-Evaluation Form is Filled Out:**

The self-evaluation report is due January 26, 1993 and must be available to the public for three years from due date. See Appendix for a distribution list of all locations where the ADA notebook with the Transition Plan and the Self-Evaluation Report will be available to the public.

The Federal Regulation of the ADA that pertains to the self-evaluation report is part #35.105. This part says:

- a) A public entity shall, within one year of the effective date of this part, evaluate its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of this part and, to the extent modifications of any such services, policies and practices is required, the public entity shall proceed to make the necessary modifications.
- b) A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities to participate in the self-evaluation process by submitting comments.
- c) A public entity that employs 50 or more persons shall, for at least three years following completion of the self-evaluation, maintain on file and make available for public inspection:

- 1. A list of the interested persons consulted.
- 2. A description of areas examined and any problems identified.
- 3. A description of any modifications made.

d) If a public entity has already complied with the self-evaluation requirement of a regulation implementing section 504 of the Rehabilitation Act of 1973, then the requirements of this section shall apply only to those policies and practices that were not included in the previous self-evaluation.

NCDOT examined all thirteen areas as suggested in the Title II Technical Assistance Manual, II-8.2000 self-evaluation. These administrative requirements are listed below for a total number of eighteen (18) areas. For consistency, NCDOT has summarized each area by:

a) Division of Highways

- Operations
  - Programs
  - Preconstruction (Planning and Environmental) b) Division of Motor Vehicles c) Aviation Division d) Ferry Division e) Departmental (various units/sections of NCDOT)
  - General Services
  - Personnel
  - Personnel Training
  - Management Assessment and Compliance
  - Governor's Highway Safety Programs
  - Purchasing
  - Fiscal
  - MIS Management Information Systems
  - Public Affairs
  - Civil Rights
-

## Areas Examined:

1. Unit/Section Programs, Services, Activities within your area of responsibilities: -List all the programs, types of services, and activities your unit/section provides to the public and the locations:

### I. Division of Highways:

- |                               |   |
|-------------------------------|---|
| a. County Maintenance         | Adopt-a-Highway<br>Encroachment Agreements<br>Driveway Permits<br>Employment Applications<br>Purchase Order Contract Administration<br>Complaints   |
| b. Bridge Maintenance         | Bridge Repair<br>Employment Applications<br>Purchase Order Contract Administration<br>Complaints  |
| c. Resident Engineer's Office | Contact Construction Administration<br>Employment Applications<br>Purchase Order Contract Administration<br>Complaints  |
| d. Traffic Services           | Employment Applications<br>Purchase Order Contract Administration<br>Complaints   |
| e. Equipment Subshops         | Adopt-a-Highway Signing<br>Dealing with Vendors and Suppliers<br>Employment Applications  |
| f. Roadside Environmental     | Wildflower Program<br>Employment Applications<br>Purchase Order Contract Administration   |
| g. Materials and Tests        | Dealing with Construction Materials and Vendors<br>5 locations statewide as follows: <ul style="list-style-type: none"><li>• Blue Ridge Road, Raleigh</li><li>• US 74, Asheville</li><li>• Gillespie Street, Fayetteville</li><li>• US 21 North, Statesville</li><li>• Route 4, Williamston</li></ul>                               |
| h. Division Equipment Shop    | Dealing with vendors and Suppliers<br>Receiving   |
| i. Programs                   | Transportation Research Reference Materials<br>Research Program Staff Consultation<br>Historical Data on Roads<br>Maps (county, USGS, GIS)<br>Policy Analysis<br>Federal Funds Administration<br>12 Month Letting List<br>Transportation Improvement Program<br>Powell Bill Funding<br>Feasibility Studies<br>Funding Authorization |

Municipal/Agreements  
 Project Monitoring  
 Real Property Acquisition  
 Lease Agreements  
 Design/Construct Capital Improvements  
 Major Maintenance and Renovation to Facilities  
 Fixed Assets Inventory of Facilities  
 Thoroughfare Plans  
 Traffic Count Data  
 Functional Design for Project located in the Century Center Bldg. Raleigh, NC, the rest of the programs are located in the Highway Bldg. downtown. Both facilities are accessible  
 Citizen Information Workshops Workshops are held in accessible locations

j. Planning and Environmental

k. Citizens Public Hearings  
 Participation Public Meetings  
 Unit Neighborhood Meetings

**NOTE:** In DOH, refer to the facility or site found in the Transition Plan to determine if it is accessible. Only newly constructed or modified facilities are accessible. Modifications are shown with an approximate cost. The name of the person responsible for upgrading the facility is listed as Modification Coordinator. Presently, instructions are posted with phone numbers and mailing addresses including the responsible individual(s). The Division Engineer of each Division is responsible for making the program accessible.

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## II. DMV Division of Motor Vehicles

a. Driver License Section	Driver Improvement Driver Assistance Data Processing Medical Section Administrative Services Field Services
b. Vehicle Registration Section	2 Vehicle Registration Facilities 126 Vehicle Registration Contract Offices Telephone Information Service Continuous Liability Insurance Program Liability Insurance Hearings Program
c. Enforcement Section	Motor Carrier Safety Motor Vehicle Dealers Notice, Theft, and Storage Process Serving Safety Emission Weight Enforcement
d. Collision Reports and General Services Section	Accident Record Reports processing of the DMV-349 report Coding Data Entry Microfilm Pre-Insurance, Insurance, Post-Insurance
e. School Bus and Traffic Safety Section	School Bus Driver Training School Bus Passenger Training Driver Improvement Clinic Restricted Instruction Permit Commercial Driver Training School Certificates Film Library
f. International Registration Plan Section	Register Interstate (outside of NC) trucks that pass through NC

## Weight Enforcement Unit

	Location	Accessible
Asheville (fixed)	I-40	no
Charlotte (fixed)	I-85	no
Halifax (fixed)	I-95	no
Hendersonville (fixed)	I-26	no
Hertsford (portable)	Road Crew	no
Hillsborough (fixed)	I-85	no
Kinston(portable)	Road Crew	no
Lumberton (fixed)	I-95	no
Mount Airy (fixed)	I-77	no
Raleigh (portable)	Road Crew	no
Salisbury (portable)	Road Crew	no
Statesville (fixed)	I-40	no
DMV Annex Building	1100 New Bern Ave.	yes

**NOTE:** For DMV, refer to the location or site found in the transition plan to determine if it is accessible.

## III. Aviation Division

- a. Operation and Safety Seminars
- b. Airports Conference

## IV. Ferry Division

	Location	Accessible
a. Ferry Service	Cedar Island	yes
b. Ferry Service	Ocracoke	yes
c. Ferry Service	Swan Quarter	yes
d. Ferry Service	Cherry Branch	yes
e. Ferry Service	Pamlico River	yes
f. Ferry Service	Hatteras Inlet	yes
g. Ferry Service	Southport	yes
h. Ferry Service	Currituck	yes

## V. Departmental Units

- a. General Services
- b. Personnel
- c. Personnel Training
- d. Management Assessment and Compliance
- e. Governor's Highway Safety
- f. Purchasing Bid Openings
- g. Fiscal
- h. Civil Rights
  - Divisional Information Conference
  - Training Seminar
  - Contract Compliance Reviews